



WATER RESOURCES CONTROL BOARD, STATE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	WATER RESOURCES CONTROL BOARD, STATE	RELEASE DATE:	Wednesday, December 12, 2012
POSITION TITLE:	ASSISTANT EXECUTIVE OFFICER	FINAL FILING DATE:	Friday, January 4, 2013
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	Friday, January 18, 2013
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	12122012_3

POSITION DESCRIPTION

Salary will be adjusted accordingly to comply with the provisions of the current Personal Leave Program. Under the general direction of the Executive Officer (EO), the Assistant Executive Officer (AEO) is responsible for the day-to-day program operations of the Central Valley Regional Water Quality Control Board in the Redding office. The Executive Officer and the Assistant Executive Officers function as the executive management team for the Regional Board. The position requires policy involvement with the public, media and various governmental and non-governmental agencies and environmental organizations. The AEO is responsible for expanding employee and organizational skills to provide consistently high quality, responsive customer service in the Central Valley Board's activities. The Assistant Executive Officer will continuously strive to improve customer service and compliance assistance through development of Board policies, improved guidance, public education, and outreach efforts. This position acts for the EO in her absence and represent the Regional Water Board at meetings and conferences including the monthly AEO meetings; coordinates program activities with the State Board; provides the EO and Board Members status of staff progress in meeting work program goals; identifies problem areas, and develops corrective action measures to solve problems.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience

which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Demonstrated ability to plan, organize and direct program operations and experience providing technical and procedural direction, establishing responsibilities and procedures.
2. Strong leadership and communication skills.
3. Demonstrated experience working on policy issues involving the Regional Board, State Board, stakeholders, local and government entities and non-governmental and environmental organizations.
4. Knowledge of Regional and Water Board programs, policies, and procedures, and understanding of the State and Federal laws and regulations governing the protection of water quality.
5. Knowledge and understanding of the critical issues confronting the Regional Board.
6. Possession of a Bachelors Degree in a related field.
7. Ability to analyze and evaluate complex technical studies and research and develop policy recommendations for Board consideration or recommend actions based on policies adopted previously by the Board.
8. Strong project and time management skills to coordinate track and manage multiple programs and priorities.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **ASSISTANT EXECUTIVE OFFICER**, with the **WATER RESOURCES CONTROL BOARD, STATE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application and resume and Statement of Qualifications evaluation conducted by a screening committee. All interested applicants must file a Standard State application (STD 678), a resume and a two-page Statement of Qualifications. The application and resume must include periods of employment (month/day/year) and civil service classification (not your working title). The Desirable Qualifications listed on this bulletin will be used as the standard to screen the applications. Interviews may be conducted with the most qualified candidates if it is determined necessary, in order to make a selection. Each candidate will be ranked competitively and notified of their examination results. The results of the examination will be used to fill only the position of Assistant Executive Officer, C.E.A, Level 3 at the Central Valley Regional Water Quality Control Board in Redding. Applicants who fail to submit all the required documents listed above by the final file date will be eliminated from the examination.

On your Statement of Qualifications you must list each “Desirable Qualifications” and describe your experience, knowledge and abilities as they relate to the Desirable Qualifications section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Statement of Qualifications should not exceed two pages in length with a font no smaller than 10 pitch. Please note that the examples you provide in the “Statement of Qualifications” may be the only tool used for determining your final score and rank on the eligible list.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

WATER RESOURCES CONTROL BOARD, STATE, Human Resources Branch
1001 I Street, 18th Floor, Sacramento, CA 95814
Nubia Santos | 916-341-5109 | nubia.santos@waterboards.ca.gov

ADDITIONAL INFORMATION

Interested applicants must submit an original standard state application (Form STD 678), a resume and a two-page Statement of Qualifications to the above address PRIOR TO THE CLOSE OF BUSINESS 5:00PM on January 4, 2013, the final file date. General questions concerning this examination should be directed to Nubia Santos at (916) 341-5109 or by e-mail nubia.santos@waterboards.ca.gov.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The WATER RESOURCES CONTROL BOARD, STATE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including

integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)